



City of Long Beach  
DEPARTMENT OF HUMAN RESOURCES

**COLLATERAL EMPLOYMENT/BUSINESS ACTIVITY  
AUTHORIZATION REQUEST**

**EMPLOYEE REQUEST**

An employee must complete this form and obtain approval prior to engaging or when reviewing a request in any collateral employment or business activity. A separate form must be submitted for each collateral employment or business activity. The total hours to be worked per week for all requests by an employee must be provided in the "Hours/Week" section on each separate form.

**Check Appropriate Box:** ☐ **New Request** ☐ **Additional Request** ☐ **Renewal**

I acknowledge that I have read, understood and will comply with procedures as printed above and all conditions and limitations imposed by the City (see reverse of this form). I understand that any false or incorrect statements or failure to comply with the procedures and all conditions and limitations may result in disciplinary action up to and including dismissal from my employment with the City of Long Beach.

Effective Date: \_\_\_\_\_

Employee Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Department/Bureau/Division \_\_\_\_\_

Position Title (class/grade) \_\_\_\_\_

Photo NR\* \_\_\_\_\_

Employer/Business Name (30 characters Maximum) \_\_\_\_\_

Type of Position \_\_\_\_\_

Employer/Business Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

( ) \_\_\_\_\_

Related to current duties ☐ Yes ☐ No

Phone number \_\_\_\_\_

Total Hours Per Week This Request \_\_\_\_\_

Total Hours Per Week-All Requests \_\_\_\_\_

My signature on this form certifies that all statements on this form are true and complete and acknowledges that I have read, understood, and will comply with procedures as printed above and all conditions and limitations imposed by the City (see reverse of this form). I understand that any false or incorrect statements or failure to comply with the procedures and all conditions and limitations may result in disciplinary action up to and including dismissal from my employment with the City of Long Beach.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

**DEPARTMENT APPROVAL**

Department Head \_\_\_\_\_

Date \_\_\_\_\_

**HUMAN RESOURCES APPROVAL**

Director of Human Resources or Designee \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** FIELDS TO BE COMPLETED BY THE RESPECTIVE DEPARTMENT. \***PHOTO NR**—BADGE NUMBER TO BE COMPLETED BY SWORN POLICE PERSONNEL ONLY.

ORIGINAL - DEPARTMENT OF HUMAN RESOURCES

CC - DEPARTMENT FILE & EMPLOYEE FILE

## CONDITIONS AND LIMITATIONS

**Prohibited Activities** - An employee shall not engage in any employment, activity, or enterprise for money or other personal gain which is inconsistent, incompatible, inimical, or in conflict with the employee's duties and responsibilities of employment with the City.

An employee is prohibited from engaging in the following activities:

- The use of City time, facilities, equipment, supplies, badge, uniform, prestige or influence for private gain; or
- The performance of an act for money or other consideration from anyone other than the City from which the employee would be required to perform as a City employee; or
- The performance of an act in other than the employee's capacity as a City employee that may later be subject to the control, inspection, review, audit, or enforcement of any other employee or the City or
- Such time or physical demands which would substantially impair the quality or quantity of the employee's work with the City or tend to increase the City's costs for sick leave or Workers' Compensation benefits; or
- The performance of an act that would reflect discredit on the City; or
- Any other activities prohibited by a department head or the Director of Human Resources that has a potential conflict of interest with the employee's duties, or the objectives of the department, or the City.

**Work-Hour Limit** - A permanent full-time employee shall not work more than a total of twenty (20) hours per week in collateral employment or business activity. Limitations for a permanent part-time employee will be considered on a case-by-case basis.

**Absence Due to On-the-Job Injury** - An employee, who is absent because of an on-the-job injury or illness, must obtain written permission from the department head or designee to engage or continue in collateral employment or business activity during such absence. The City may require additional conditions and limitations for approval as specified in the Personnel Policies and Procedures Manual.

**Annual Renewal** - An employee engaged in any previously approved collateral employment or business activity must submit for renewal a new "Collateral Employment/Business Activity Request" form no later than April 1st of each year.